



## **MCC-300 Console User's Guide**

Intended for use in TII/XL Systems  
running Version 6.4 Firmware

November 2006  
Man. Rev. 2.2

**Telecor Inc.**  
1114 Westport Cr.  
Mississauga, Ontario  
Canada, L5T 1G1

Tel: (905) 564-0801  
Fax: (905) 564-0806  
[www.telecor.com](http://www.telecor.com)



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For TII/XL Firmware Version 6.4  
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**PRODUCT NAME:** ADMINISTRATIVE CONSOLE

**MODEL NUMBER:** MCC-300

**FCC RULES:** THIS PRODUCT HAS BEEN TESTED TO COMPLY WITH FCC PART 15,  
SUBPART B, CLASS A – UNINTENTIONAL RADIATORS

**OPERATING ENVIRONMENT:** FOR USE IN COMMERCIAL AND INDUSTRIAL AREAS

**FCC Compliance Statement:**

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**FCC Notice:**

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**FCC Warning:**

Changes or modifications not expressly approved by Telecor could void the user's authority to operate the equipment.

**The Party Responsible for Product Compliance:**

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Mississauga, Ontario  
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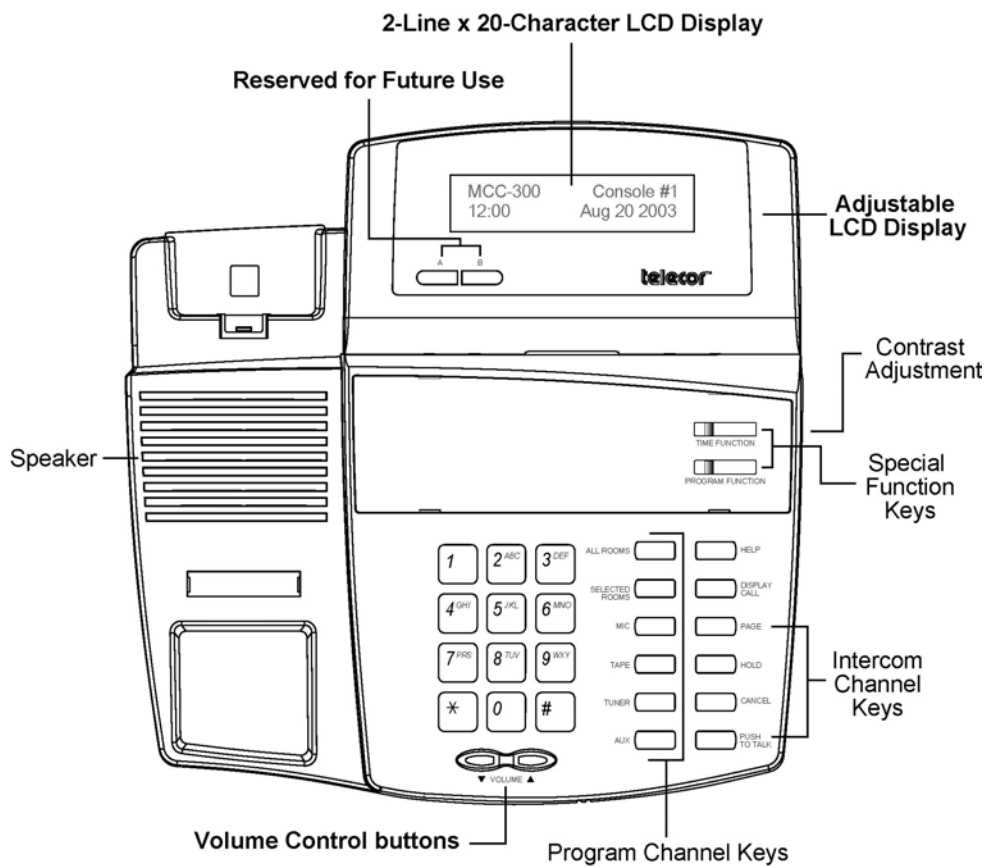
## A . Introduction

This guide is designed to help you use the MCC-300 Administrative Console for effective and efficient operation of the Telecor Communication System.

The Telecor System is a two-way voice communications system that allows administrative staff to directly communicate with those at locations equipped with room speakers, telephones and other consoles, and conduct paging throughout all or different areas of the facility. The ability to distribute audio programs and tones, and enable or disable system clock schedules, can also be conducted from the Console. Please read this guide carefully to ensure proper operation of the MCC-300 Console.

### A.1 Overview of the MCC-300 Console

The MCC-300 is a desktop telephone-style unit that allows for two-way communications to take place on the Telecor System. The diagram below illustrates the main components of the MCC-300 Console.



## Character Display

The MCC-300 is equipped with a backlit LCD Display that makes it easy to read in low-light conditions. The display can even be tilted at different angles to allow for optimum viewing.

The Console supports a 2-line by 20-character display. When the Console is not in use, the Console model and number appear on the top line, and the time and date appear on the second line.

MCC-300	Console #1
12:15	Aug 20 2003

Main Status Display

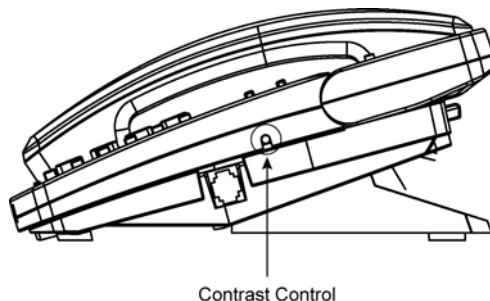
When a call rings at the Console, the display changes to show the call-in type and Room number.

NORM. CALL : 110
12:15 Aug 20 2003

Call Status Display

## Contrast Adjustment

The MCC-300 includes a control on the right side of the housing to adjust the contrast of the character display. Insert an appropriate-sized flathead screwdriver to turn the control. Turning *clockwise* increases the contrast and turning *counterclockwise* decreases the contrast.



## Volume Control



These keys adjust both the speaker listen and handset listen volumes. To adjust the handset listen volume, lift up the handset and listen to the audio. Press the up arrow to increase the volume, or the down arrow to decrease the volume.

To adjust the speaker listen volume, while listening to the audio from the speaker, press the up arrow to increase the volume, or the down arrow to decrease the volume.



## Special Function Keys

The MCC-300 has two special function keys: the Time Function key and Program Function key.

The **Time Function Key** allows you to:

- Change the system time
- Selected 12 or 24-hour format
- Set the year, month, and day
- Enable/disable automatic daylight-saving time correction
- Enable/disable, or clear schedules
- Distribute tones to all speakers



The **Program Function Key** allows you to:

- Forward console calls
- Customize the Selected Rooms List
- Monitor program distribution (e.g. music)
- Reset the system

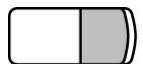


## Intercom Channel Keys



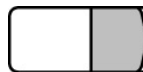
PAGE

**PAGE**-initiates a paging announcement.



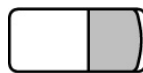
HOLD

**HOLD**-places the current call on hold.



CANCEL

**CANCEL** ends most Console functions.



PUSH  
TO TALK

**PUSH TO TALK** places and answers calls and controls the direction of communication between Consoles and Rooms.

## Program Channel Keys

ALL ROOMS



**ALL ROOMS** initiates Program Distribution (e.g. music) to all Rooms.

SELECTED  
ROOMS



**SELECTED ROOMS** initiates Program Distribution to certain Rooms.

MIC



**MIC** selects the microphone as an audio source.

TAPE



**TAPE** selects the cassette player as an audio source.

TUNER



**TUNER** selects the radio as an audio source.

AUX



**AUX** selects the CD player as an audio source.

## Help and Display Call Keys



HELP

**HELP** displays the Error Code when an error message appears on the screen.



DISPLAY  
CALL

**DISPLAY CALL** displays the calls that are waiting in the queue.

## B . Operating Procedures

This section provides step-by-step procedures for operating the MCC-300 Console. Using the Console, you can manage the following activities:

**Call Processing**  
**Paging**  
**Program Distribution (e.g. Music)**  
**Tone Distribution**  
**Time Functions**  
**Enable/Disable Bell Schedules**

### B.1 Call Processing

Call Processing refers to how the Console operator makes calls, handles incoming calls, and connects calls from one Console or Room to another. Prior to performing any of these tasks, you must become familiar with the following Console practices:

- **Both the speaker and handset** can be used for Console-to-Room communication as well as Paging. However, for the best sound quality, using the handset is recommended.
- Only the handset can be used for Console-to-Console communication. This ensures private two-way communication between operators.
- To control the direction of communication during a call, use the **PUSH TO TALK** button. Press and hold it when you're talking, and release it when you're listening. This function is referred to as PTT mode.
- If VOX (Voice Operated Switching) mode is enabled on your Console, you can talk hands free.<sup>1</sup> The Console speaker picks up the sound of your voice and automatically transmits it without you pressing any buttons. In instances where background noise may interfere with VOX, you can easily switch to PTT mode by pressing the **PUSH TO TALK** button (doing this would disable VOX until the next call). **Instructions provided in this User's Guide assume that VOX is disabled.**

---

<sup>1</sup>Check with your system administrator to enable/disable VOX.

## Calling a Room

1. Enter the Room dial number.
  - The dial number appears on the display.
2. Press **PUSH TO TALK**.
  - A tone sounds at the Console and at the Room Station.
3. Lift up the handset to talk.  
or  
To use the Console speaker/mic, press and hold **PUSH TO TALK** (release it to listen).
4. To end the call, hang up the handset or press **CANCEL**.

## Auto Callback

When you receive a busy signal when calling a room (a repeating tone is heard through the handset), you can activate the Auto Callback feature to automatically receive a call back from the room you attempted to call when an audio channel is free.

1. Upon hearing the busy signal, press the \* key and then dial **66**.
2. Hang up the handset.
3. Wait to receive a call back from the room once an audio channel is free for communications.

## Calling Another Console

Both parties must use the handsets for Console-to-Console communication.

1. Lift up the handset.
2. Press #.
3. Enter the Console number.
4. Press **PUSH TO TALK**.
  - A tone sounds at the other Console and its display shows your Console number. The other Console operator must lift up the handset to answer your call.
5. To end the call, either party can hang up the handset or press **CANCEL**.

## Answering a Call-in

The system allows for six different call-in types to be made at the Console. A call-in type has a separate priority level to determine its importance in relation to other call-in types. When a call-in type is received at the Console, the Console identifies it by sounding a distinct tone and displaying the call-in type description. The table below lists the available call-in types:

Call-in Type	Priority Level	Console Display Description
Emergency Level 1	0 (highest)	EMERG 1: (flashing)
Emergency Level 2	1	EMERG 2:
Priority Level 1	2	PRIORITY 1: (flashing)
Priority Level 2	3	PRIORITY 2:
Staff Call	4	STAFF CALL
Room Call	5 (lowest)	NORM. CALL

If several call-ins are made at the Console, the Console displays the call-in with the highest priority. For several call-ins with the same priority level, the Console displays them on a first-come first-serve basis. A call-in that is not displayed waits in the system queue.

To answer a call-in type:

1. Lift up the handset  
or  
To use the Console speaker/mic, press and hold **PUSH TO TALK** to speak (release it to listen).
2. To end the call, hang up the handset or press **CANCEL**.

## Viewing and Answering Call-ins in the System Queue

Call-ins that are not immediately answered by a Console are placed into the system queue. The MCC-300 is able to display these queued call-ins and answer any waiting call-in, regardless if the call-in was made to another Console.

1. Press **DISPLAY CALL** repeatedly to scroll through the calls that are waiting in the queue.
  - Calls are displayed by priority level and on first-come first-serve basis.
2. Scroll to the call you want to answer, then lift up the handset.  
or  
To use the Console speaker/mic, press and hold **PUSH TO TALK** to speak (release it to listen).

---

**Note:** When scrolling, press **CANCEL** to return to the first call in the queue.

---

## Placing a Call on Hold

1. While the call is in progress, press **HOLD**.
  - The display shows **ON HOLD** next to the caller's Room number. The on-hold call is placed in the queue.

## Taking a Call off Hold

To take the call off hold, it must be displayed on the Console (use **DISPLAY CALL** if necessary). When the call on hold is displayed, lift up the handset or to use the Console speaker/mic, press and hold **PUSH TO TALK** to speak (release it to listen).

## Transferring a Call

1. Press **HOLD** to place the call on hold.
2. Call the Console (remember to use handset) that you want to transfer the call to.
3. Inform the Console operator of the call to be transferred.
4. Hang up the handset or press **CANCEL** to transfer the call.

## Answering a Transferred Call

When a call has been transferred from another Console, it is placed in the queue where it waits to be answered.

1. Press **DISPLAY CALL** to find the transferred call.
2. Lift up the handset.  
or  
Press and hold **PUSH TO TALK** to speak (release it to listen).

## Forwarding Calls to Another Console

To have your calls forwarded to another Console, you must inform the other Console operator to take your calls. The other Console operator must then forward calls from your Console (*see below*) to her Console.

## Forwarding Calls from Another Console

To have calls forwarded to your Console from another Console, add the Console to your Console list. Each Console in this list has its calls forwarded to your Console. The list also includes the proprietary Console number (the number of the Console that the list is being displayed on).

To add a Console to the Console list:

1. Press **PROGRAM FUNCTION, 9**, then **\***.
  - The display shows the Console list (press **#** and **\*** to scroll forward and backward through the list).
2. Press the Console number to add to the list, followed by **\***.
3. Use the **#** and **\*** keys to scroll through the list to see that the Console number has been added.
4. Press **0** followed by **\*** to exit the Console list.

To remove a Console from the Console list:

1. Press **PROGRAM FUNCTION, 9**, then **\***.
  - The display shows the Console list.
2. Press **#** and **\*** until the Console number to be removed appears on the display.
3. Press **CANCEL** to remove the Console number.
4. Press **0** followed by **\*** to exit the Console list.

## Preventing Calls at your Console

If another Console is set up to receive your calls (*see “Forwarding Calls from Another Console,” page B-5*), then you can set up your Console to not receive call-ins by removing it from the Console list. This will prevent calls from ringing on your Console.

---

**Note:** A Console cannot be removed from a list unless another Console has taken over its calls. This ensures that all calls in the system will always be dealt with.

---

To remove your Console from the Console list:

1. Press **PROGRAM FUNCTION, 9**, then **\***.
  - The display shows the Console list.
2. Press **#** and **\*** until your Console number appears on the display.
3. Press **CANCEL** to remove your Console number.
4. Press **0** followed by **\*** to exit the Console list.

## Placing Emergency Calls from a Room Phone to the MC-300

An Emergency Call-in can be placed to a MCC-300 Console from a Room telephone in two ways: Dial 0# or Dial 91.

For Dial 0#:

1. User picks up the Room Phone and presses 0# on the telephone keypad. Press **0#**.
  - The Emergency Call will be placed to the default console. The user may hang up the phone, but the call-in will remain on the MCC-300.

To Place an Emergency Call-in using the 91 feature:

1. User picks up the room phone and presses **91** on the telephone keypad.
  - The Emergency Call will be placed to the default console. The user may continue to dial any other digits, or hang up the phone, but the call-in will remain on the MCC-300.

To turn off this feature, do the following:

1. Press **PROGRAM FUNCTION, 910**, then **\***.



The second way activated by default. If it is deactivated you can reactivate it by:

1. Press **PROGRAM FUNCTION, 911**, then \*.
  - The feature is now activated on your system.

## Forwarding Unanswered Priority Call-ins

If a priority call-in is not answered, this feature allows your console to automatically forward the call-in, to all connected consoles, after it has gone unanswered for a preset period of time. The amount of time can be from 5 seconds to 120 seconds.

To enable this feature perform the following steps:

1. Press **TIME FUNCTION, 7** then \*.
  - The feature is now activated. The display will show **- - PROGRAMMING - - 120**. This is the default setting of 120 seconds when the feature is first activated.
2. Type the amount of delay, in seconds, for example **30**, before an emergency call is forwarded, then \*.
  - The emergency call-in delay is now set system wide to the number entered.
  - You can check to make sure your entry has been accepted by pressing **TIME FUNCTION, 7** then \*. The display will show **- - PROGRAMMING - - 30**.

## B.2 Paging

Paging allows you to broadcast announcements throughout a facility. The system allows for four types of pages:

**Single Room Page**  
**All Call**  
**Emergency**  
**Zone Page**

### Making a Single Room Page

A Single Room Page will page a single Room equipped with a speaker. It is recommended to use the handset to make the page.

1. Lift the handset.
2. Enter the room number to be paged.
3. Press **PAGE** and then **PUSH TO TALK**.
4. Make the page.
5. To end the page, hang up the handset.

### Making an All Call Page

An All Call Page will page every location that is equipped with a speaker, including Rooms, corridors, and outdoor areas. It is recommended to use the handset to make the page.

1. Lift the handset.
2. Press **PAGE, 0**, then **PUSH TO TALK**.
3. Make the page.
4. To end the page, hang up the handset

## Making an Emergency Page

An Emergency Page will page every location that is equipped with a speaker, including Rooms, corridors, and outdoor areas. This page has a higher system priority level than the All Call Page. If both should occur at the same time, the Emergency Page overrides the All Call Page. *For more information on system priority levels, see page C-3.*

1. Lift the handset.
2. Press **PAGE**, then **PUSH TO TALK**.
3. Make the page.
4. To end the page, hang up the handset

## Making a Zone Page

A building can be separated into 32 Page Zones.<sup>1</sup> A page can be made to one or several of these Zones without disturbing other areas of the facility. It is recommended to use the handset to make the page.

To make a page to a temporary Page Zone list, complete the following steps:

1. Lift the handset.
2. Enter the Zone number followed by \*. Repeat this step for other Zones to be included in the list (maximum 32 Zones). To remove a Zone from the list, enter its number followed by \*.

---

**Note:** To scroll through the Page Zones that have been added to the list, press \*.

---

3. When all Zones have been added, press **PUSH TO TALK**.
4. Make the page.
5. To end the page, hang up the handset

---

<sup>1</sup> Page Zones are set up by your system administrator. These may or may not be the same as Program Zones or Time Zones.

## Monitoring a Page Zone

The system allows you to monitor a Page Zone over the Console speaker for unauthorized activity or security purposes. Complete the following steps:

1. Enter the Page Zone.
2. Press **PUSH TO TALK**.
  - The selected Zones are open to monitoring.
3. Press **CANCEL** to terminate the monitor function.

---

**Note:** During Zone Monitoring, the system cannot receive incoming calls from room stations and calls cannot be initiated to room stations.

---

## Excluding Rooms from Pages

Rooms can be placed in the Page Exclusion List so that they will not receive Zone Pages, Time Zones and Program Distribution over the room speaker. This function does not exclude Emergency Pages, Intercom Calls and Remote Tones/Pages.

1. Press **PROGRAM FUNCTION, #**.
  - The display shows Room Numbers (2 to 4 digits) or – (list is empty).
2. To scroll down the list of Rooms press \*. To scroll up the list of Rooms press #.
3. To add a Room to the list enter the Room Number followed by \*. To remove a Room from the list press **CANCEL** when the Room Number appears on the display.
4. To save the new list press **PROGRAM FUNCTION, 20, \***.
5. To exit programming mode enter **0, \***.

The system features an option to have the Page Exclusion List cleared at midnight. To enable this press **PROGRAM FUNCTION, 21, \***.

## B.3 Program Distribution

Program Distribution refers to when an audio program is broadcast to a particular location. An audio program may originate from a radio, CD or cassette player, or microphone. It can be distributed to Rooms, Zones, or both.

There are two types of program distribution: low priority and high priority. Basically, a higher priority program distribution is less likely to be interrupted by another system action. *See “System Priority Levels,” page C-3 for further details and a list of system priorities.*

### Distributing an Audio Program to All Locations

This procedure distributes an audio program to every location that is equipped with a speaker, including Rooms, corridors, and outdoor areas. To distribute audio to all speakers, complete the following steps:

1. Press **ALL ROOMS**.
  - The display shows **P**.
2. For high priority program distribution, press \*. For low priority, do not press anything and proceed to the next step.
3. Select an audio source: **TAPE**, **TUNER**, or **AUX**. For a microphone, press **MIC** and then the Microphone number (1-5).
4. The audio source is heard through the Console speaker.

---

**Note:** To cancel an audio source, press **TAPE**, **TUNER**, or **AUX** a second time. To turn a microphone off, press **MIC**, then **0**.

---

5. Press **PUSH TO TALK** to start program distribution.

*To monitor an audio program, see page B-14.*

To cancel a program distribution:

1. For a low priority program distribution, press **ALL ROOMS** and then **CANCEL**.
2. For a high priority program distribution, press **ALL ROOMS**, press \*, and then **CANCEL**.

## Distributing an Audio Program to the Selected Rooms List

The system allows you to customize a list of Rooms or Zones that can receive an audio program. You can easily add or remove Rooms or Zones from this list at any time from the Console. *To view or customize the Selected Rooms List, see “Customizing the Selected Rooms List,” page B-14.*

To distribute audio to the Selected Rooms List, complete the following steps:

1. Press **SELECTED ROOMS**.
  - The display shows **P**.
2. For high priority program distribution, press \*. For low priority, do not press anything and proceed to the next step.
3. Select an audio source **TAPE**, **TUNER**, or **AUX**. To select a mic, press **MIC** and then the Microphone number (1-5).
4. The audio source is heard through the Console speaker.

---

**Note:** To cancel an audio source, press **TAPE**, **TUNER**, or **AUX** a second time. To turn a microphone off, press **MIC**, then **0**.

---

5. Press **PUSH TO TALK** to start program distribution.
  - The program is distributed.

*To monitor an audio program, see page B-14.*

To cancel a program distribution:

1. For a low priority program distribution, press **SELECTED ROOMS** and then **CANCEL**.
2. For a high priority program distribution, press **SELECTED ROOMS**, press \*, and then **CANCEL**.

## Distributing an Audio Program to Program Zones

A building can be separated into 31 Program Zones.<sup>1</sup> A program can be distributed to one or several of these Zones without disturbing other areas of the facility. To distribute audio to a temporary Program Zone list, complete the following steps:

1. Press **SELECTED ROOMS**.
  - The display shows **P**.
2. Enter the Program Zone number followed by **#**. Repeat this step for other Program Zones to be included in the list (maximum 31 Zones). To remove a Zone from the list, enter its number followed by **\***.

---

**Note:** To scroll through the Program Zones that have been added to the list, press **#**.

---

3. For high priority program distribution, press **\***. For low priority, do not press anything and proceed to the next step.
4. Select an audio source **TAPE**, **TUNER**, or **AUX**. To select a mic, press **MIC**, and then the Microphone number (1-5).
5. The audio source is heard through the Console speaker.

---

**Note:** To cancel an audio source, press **TAPE**, **TUNER**, or **AUX** a second time. To turn a microphone off, press **MIC**, then **0**.

---

6. When all Program Zones have been added, press **PUSH TO TALK** to start program distribution.

*To monitor an audio program, see page B-14.*

To cancel a program distribution:

1. For a low priority program distribution, press **SELECTED ROOMS** and then **CANCEL**.
2. For a high priority program distribution, press **SELECTED ROOMS**, press **\***, and then **CANCEL**.

---

<sup>1</sup> Program Zones are set up by your system administrator. These may or may not be the same as Page Zones or Time Zones.

## Distributing an Audio Program to the Selected Rooms List and Program Zones

The MCC-300 Console can also distribute an audio program to the Selected Rooms List and any number of Program Zones (*to view or customize the Selected Rooms List, see “Customizing the Selected Rooms List,” page B-14*). To distribute audio to the Selected Rooms List and one or several Program Zones, complete the following steps:

1. Press **SELECTED ROOMS**.
  - The display shows **P**.
3. Enter the Program Zone number followed by #. Repeat this step for other Program Zones to be included in the program distribution (maximum 31 Zones).
4. Press **32** followed by # to choose the Selected Rooms List.
5. For high priority program distribution, press \*. For low priority, do not press anything and proceed to the next step.
6. Select an audio source **TAPE**, **TUNER**, or **AUX**. To select a mic, press **MIC**, and then the Microphone number (1-5).
7. The audio source is heard through the Console speaker.

---

**Note:** To cancel an audio source, press **TAPE**, **TUNER**, or **AUX** a second time. To turn a microphone off, press **MIC**, then **0**.

---

8. Press **PUSH TO TALK** to start program distribution.

*To monitor an audio program, see page B-14.*

To cancel an audio program:

1. For a low priority program distribution, press **SELECTED ROOMS** and then **CANCEL**.
2. For a high priority program distribution, press **SELECTED ROOMS**, press \*, and then **CANCEL**.



## Monitoring an Audio Program

1. Press **PROGRAM FUNCTION**, **8**, then **\*** to monitor Program Distribution.
  - The audio source is heard through the Console speaker.
2. Repeat Step 1 to turn off monitoring.

## Customizing the Selected Rooms List

1. Press **PROGRAM FUNCTION**, then **\*** to enter the Selected Rooms List.
2. Press **#** or **\*** to scroll forward or backward through the list.
  - The display shows Room Numbers (2 to 4 digits), Program Zones (1-31), or – (list is empty).
3. To add a Room/Zone to the list, enter the number followed by **\***. To remove a Room/Zone from the list, press **CANCEL** when the number appears on the display.
4. Press **0** followed by **\*** to exit the Selected Rooms List.

## B.4 Tone Distribution

Tone Distribution allows you to distribute one of eight possible Tones to all locations equipped with a speaker, including Rooms, corridors, and outdoor areas.<sup>1</sup> This feature can be used, for instance, when you want to manually signal a class change.

To distribute a tone to all locations:

1. Press **TIME FUNCTION**.
2. Enter the Tone number (1-8).
3. Press **PUSH TO TALK**.

---

**Note:** Conducting a Tone Distribution has the highest system priority. *For more information see “System Priority Levels,” page C-3.*

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<sup>1</sup> Tone characteristics (how the Tone sounds) can be modified by your system administrator.

## B.5 System Clock Functions

The following system clock functions can be accessed by a Console user:

**Changing System Time**

**Selecting 12 or 24-Hour Format**

**Setting the System Day, Month and Year**

**Disabling/Enabling Automatic Daylight Saving Time Correction**

The Telecor System has a Programming Key Switch to allow only authorized personnel access to the programmable features of the system. Most of the Clock functions are protected by the programming key.

The Programming Key is located on the front of the Power Supply Unit (PSU). The Programming Key must be turned to the **PROGRAM** position before a user is able to change the system's programming. When programming is complete, return the Programming Key to the **RUN** position and remove the key.<sup>1</sup>

### Changing the System Time

By default, the time on the Telecor system is set to Eastern Standard Time. To change the time on the Telecor system, complete the following steps:

1. Turn the Programming Key to the **PROGRAM** position.
2. Press **TIME FUNCTION**.
3. Enter the time in the format **DHHMM**, where:

**D** = Day of Week (Sun=0, Mon=1, etc.)

**HH** = Hour in 24-Hour Format (9 a.m.= 09, 1 p.m.= 13, etc.)

**MM** = Minutes (00 to 59)

4. Press **\***.
5. Turn the Programming Key back to the **RUN** position.

---

<sup>1</sup> It is important to return the Program Key to the **RUN** position after programming is complete. Not only does this prevent from unauthorized tampering, but it also protects the Telecor System memory from accidental erasure (such as what can occur during an electrical storm).

## Selecting 12 or 24-Hour Format

By default, the system displays time on all Console displays in a 12-hour format. To select a 12 or 24-hour format for all Console displays, complete the following steps:

1. Turn the Programming Key to the **PROGRAM** position.
2. For 12-hour format, press **TIME FUNCTION** then **1**.  
  
or
2. For 24-hour format, press **TIME FUNCTION** then **2**.
3. Press **\***.
4. Turn the Programming Key back to the **RUN** position.

## Setting the Day, Month, and Year

The date on the system is set at the Telecor factory located in Toronto, Canada. To change the day and month on the Telecor system, complete the following steps:

1. Press **TIME FUNCTION**.
2. Press **5**, then **\***.
3. Enter the month and day in **MMDD** format. For example, for July 1<sup>st</sup>, enter **0701**.
4. Press **\***.
5. Turn the Program Key back to the **RUN** position.

To change the year on the Telecor system, complete the following steps:

1. Turn the Program Key to the **PROGRAM** position or enter the Programming Access Code.
2. Press **TIME FUNCTION**.
3. Press **4**, then **\***.
4. Enter the year. For example, enter **2005**.
5. Press **\***.
6. Turn the Program Key back to the **RUN** position.

## Disabling/Enabling Automatic Daylight-Saving Time Correction

By default, Automatic Daylight-Saving Time Correction is enabled on the system. This means that the system clock will *automatically* spring forward and fall back during a seasonal time change.

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**Note:** Telecor recommends that after correctly setting the time ([see page B-16](#)), that the date is also reset ([see page B-17](#)) to ensure Automatic Daylight-Saving Time adjusts on the proper day.

---

To disable Automatic Daylight-Saving Time Correction, complete the following steps.

1. Turn the Program Key to the **PROGRAM** position or enter the Programming Access Code.
2. Press **TIME FUNCTION**.
3. Press **7, 0**, then **\*** to disable Automatic Daylight-Savings Time Correction.
4. Turn the Program Key back to the **RUN** position.

To enable Automatic Daylight-Saving Time Correction, complete the following steps:

1. Turn the Program Key to the **PROGRAM** position or enter the Programming Access Code.
2. Press **TIME FUNCTION**.
3. Press **7, 1**, then **\*** to enable Automatic Daylight-Saving Time Correction.
4. Turn the Program Key back to the **RUN** position.

## B.6 Electronic Message Displays & Clock Messaging

With the Clock Messaging feature, pre-programmed messages can be activated for display on Telecor Electronic Message Displays (EMDs)<sup>1</sup>, and alphanumeric codes can be activated for display on Telecor 2.5" or 4" digital clocks.

### Activating a Message on the Electronic Message Display (EMD)

A building can be separated into 8 Clock Zones.<sup>2</sup> A pre-programmed message can be distributed to one or several of these Zones. Check with your system administrator for a list of the pre-programmed messages. To display a message to a Clock Zone(s), complete the following steps:

1. Lift up the handset.
2. Press the **PROGRAM FUNCTION** key, followed by **7**.
3. Enter the Message number (1–29). To enter a one-digit Message number, press **0** followed by the number (e.g. 01 for 1, 02 for 2, etc)
4. Enter the Clock Zone number (0–8) that the message will display in. Enter **0** to select all Clock Zones.
5. Press **\*** to display the message.

---

<sup>1</sup> EMD were previously sold under the description ADC (Advanced Digital Clocks).

<sup>2</sup> Clock Zones are set up by your system administrator.

## Activating a Message on the 2.5" or 4" Digital Clock

The following messages can be displayed on the 2.5" or 4" clocks using the Console.

**BELL** (low priority)

**8888** - to verify the clock display segments are functioning.

**BELL** (high priority)

**FIRE**

**ExxE** (where **xx** is a two-digit number) - used for Coded Messages (to be interpreted by staff only.) A coded message can alert personnel of emergencies or concerns without alarming the entire institution. For example, **E06E** could be used to signal that someone requires immediate medical attention.

To display a clock message, complete the following steps:

1. Press the **PROGRAM FUNCTION** button.
2. Press **7**, **xx**, and **\*** (where **xx** is 01-99, see table below).
  - The message appears on the clocks and on the Console display.

IF <b>xx</b> IS:	FUNCTION
50	The clocks will display <b>BELL</b> (low priority).
90	The clocks will display <b>8888</b>
93	The clocks will display <b>BELL</b> (high priority).
96	The clocks will display <b>FIRE</b>
99	The clocks will clear other messages and display the time.
Any other two-digit number (for example, 06)	The clocks will display <b>ExxE</b> (for example, <b>E06E</b> ). Note that the <b>Es</b> will flash on the clock displays.

If more than one message is activated (by different operators), the highest priority message is displayed. Message priority is determined by the two-digit code to activate the message, with 01 being the lowest priority and 98 being the highest priority.

---

**Note:** The above messages can also be activated from a contact switch or pushbutton. Please see your authorized service technician for more information. If a message is activated from a contact switch or pushbutton, pressing **PROGRAM FUNCTION 7, 99, \*** will clear the message from the digital clocks only. The message will remain on the Console display until cleared from the contact switch or pushbutton.

---





## Automatic Bell Message Feature

The Bell Message feature enables **BELL** to be displayed on the 2.5" and 4" clocks whenever a bell tone sounds within the building. Either the higher priority **BELL** message (93) or the lower priority **BELL** message (50) can be displayed (see table on previous page for message priorities). Complete the following steps:

3. Turn the Programming Key to the **PROGRAM** position on the front of the Power Supply Unit (PSU).
4. Enter one of the following Console key sequences depending on the desired function.

Console Key Sequence	Function
TIME FUNCTION, 82, *	Automatically displays BELL (with a higher priority of 93) when a bell tone is activated.
TIME FUNCTION, 81, *	Automatically displays BELL (with a lower priority of 50) when a bell tone is activated.
TIME FUNCTION, 80, *	Disables this feature

5. When programming is complete, return the Programming Key to the **RUN** position and remove the key.<sup>1</sup>

---

<sup>1</sup> It is important to return the Program Key to the **RUN** position after programming is complete. Not only does this prevent from unauthorized tampering, but it also protects the Telecor System memory from accidental erasure (such as what can occur during an electrical storm).

## B.7 Schedules

A Schedule is used to activate system events throughout the day(s), such as bell tones, clock messages, music distribution, etc.<sup>1</sup> The system has 16 Schedules that can be enabled. Multiple Schedules can operate simultaneously.

Having different Schedules provides flexibility of using one Schedule for a regular day and others for special days. For instance, in a school setting, you might use one Schedule for a regular school day, and another one for a shorter school day.

### Enabling/Disabling Schedules

Turn the Program Key to the **PROGRAM** position or enter the Programming Access Code.

1. Press **TIME FUNCTION**.
2. Press **5, 9**, then **\***.
  - The display shows the Schedules that are currently enabled.
3. Enter the Schedule number followed by **\*** to add a Schedule or remove an existing Schedule.

---

**Note:** To scroll through the Schedules that are enabled, press **\***.

---

4. Press **CANCEL** to return to the Main Status Display.
5. Turn the Program Key back to the **RUN** position.

---

<sup>1</sup> Schedules are set up by your system administrator. Schedules 1 to 8 can include two types of Events: **1. Bell Tone** - sounds a tone over a selected Time Zone(s) (group of speakers set up by your administrator), and **2. Nighttime Mode** - causes all Digital Secondary Clocks to blink only once every 5 seconds instead of staying continuously lit, thereby preserving the lifetime of the clock displays. Schedules 9 to 16 can also include three other types of Events: **3. Clock Messaging** - displays a message on Advanced Digital Clocks (ADC-4-MAs) in a selected Clock Zone(s). These are also referred to as EMDs. **4. Music** - plays a selected music source over a selected Time Zone(s). **5. Relay** - activates a device via an output point.

## Clearing All Schedules

1. Turn the Program Key to the **PROGRAM** position on the PSU, or enter the Programming Access Code on the Console.
2. Press **TIME FUNCTION**.
3. Press **5, 0**, then **\***.
  - The Console returns to the Main Status Display.
4. Turn the Program Key back to the **RUN** position.

## B.8 System Settings

The Console can display its operating firmware and certain system configuration settings.

### View Console Firmware Version

To view the Console Firmware version complete the following steps:

1. Press **PROGRAM FUNCTION, 72, \***.

### View System Configuration

To view certain system configuration settings complete the following steps:

1. Press **PROGRAM FUNCTION, 90, \***.
2. The display enters a list of system settings. Press **\*** to scroll through the list. The following is an explanation of each setting. Note that most settings can be enabled or disabled. If enabled, **on** appears beside the setting. If disabled, **off** appears beside the setting.

**XL:** Indicates that the system is a Telecor XL system.

**TII:** Indicates that the system is a Telecor II system.

**12 HR:** This indicates the time displayed on all the Consoles is in 12-hour format.

**24 HR:** This indicates the time displayed on all the Consoles is in 24-hour format.

**E(on)(off):** Emergency Call Upgrade. This setting allows any room to upgrade a normal call-in into an Emergency Level 1 Call-in.

**FD(on)(off):** Fixed Digit Dialing. This eliminates the need for Single Line Consoles (SLCs) and Telecor room phone users to enter **\*** as a terminator when placing a call.

**DST(on)(off):** Automatic Daylight-Savings Time Correction. With this feature enabled, the system automatically springs forward or falls back during a time change without requiring the user to access the Time Function command.

**60 Hz:** Clock Synchronization. When this feature is enabled, the Central Processing Unit (CPU-3) of the Telecor System measures the 50/60 Hz power line signal to determine if it is accurate. If the signal is accurate, the Real Time Clock (RTC) in the system is automatically synchronized to that signal.

**ATOM:** Atomic Clock Correction. With this feature enabled the system is programmed to automatically set the time and date based on data received from an Atomic Clock Decoder.

**RPCH(on)(off):** Reduced Priority For Calls on Hold. By enabling this feature, priority call-ins placed on hold will be reduced to the lowest Priority Level. This enables subsequent priority call-ins to be displayed on the Console display while the call-ins on hold remain in the Console's queue.

**ACC(on)(off):** Automatic Call-in Cancellation. This feature applies in situations when a classroom telephone places a call to a designated Console. With this feature enabled, the call-in will ring at the designated Console only while the classroom telephone that is placing the call is off-hook. If the handset is placed back on-hook, the call-in to the Console will automatically be cancelled.

**DDCC(on)(off):** Disable Default Console Call-in. This feature disables the ability to call the default Console by pressing # on a telephone. This will also disable the feature that causes a handset to automatically call the Console if it is off-hook for more than 2 minutes.

**DBG(on)(off):** Debug Mode. When this feature is enabled, the System will send back debugging information to Tel-Terminal, which can be used to troubleshoot the System.

**MW(on)(off):** Message Waiting. When enabled, this feature allows Console operators to activate a "Message Waiting" LED in a classroom. The LED flashes to silently indicate that there is a message waiting for the teacher.

**ABML(on)(off):** Automatic Bell Messaging Low Priority. Enabling this feature allows the low priority BELL message to automatically display on all digital secondary clocks (DCLKs) whenever the System generates a bell or tone.

**ABMH(on)(off):** Automatic Bell Messaging High Priority. Enabling this feature allows the high priority BELL message to automatically display on all digital secondary clocks (DCLKs) whenever the System generates a bell or tone.

**ALPH(on)(off):** Limited Alpha-Numeric Support. With this enabled, all 4-digit room numbers appear on the Console display as alphanumeric text. Specifically, the first number in the 4-digit room number (1 through 9) will appear as letters (A through I). For example, if an operator dials 1234 the room will appear as A234 on the Console display.

**NITE(on)(off):** Night Function. By enabling this function, the clock is displayed only a fraction of the time allowing users with digital clocks during non-school hours to conserve their LEDs.



## C . Appendices

### C.1 Error Messages

If a Console function cannot be completed by the system, the Console displays an error message. To resolve the error:

1. Press **HELP** to view the Error Code.
2. Refer to the Error Code in the table below to find out the cause of the error.
3. Press **CANCEL** to clear the error and the error message.

Error Code	Error Message	Explanation
1	Cannot Program	Attempted to change system programming without turning the Programming Key or entering the Programming Access Code.
2	No Room/CON #	Attempted to access a non-existent Room or Console.
3	# Out of Range	Number entered is beyond the allowable range.
4	Other CONS PROG	Attempted to turn off another Console's Program Distribution.
5	Room List Empty	No Rooms have been programmed in the Selected Rooms List.
6	System is Busy	System is busy with a higher priority call.
7	Can't CLR Calls	Attempted to remove a Console number from the Console List without having another operator take over this Console.
8	Busy-Override?	Currently on a low priority call while a higher priority call is calling your Console. Press <b>PUSH TO TALK</b> to override the low priority call.
9	For Another CON	Attempted to answer another Console's call that is coming from another Console.
10	Must Use HNDSET	Must use handset to call Ring Only phones or to answer a call from an outside line.
11	Call Not ALLOWD	Console cannot call an OPX port (e.g. RGD-I, TILA, or OPX-D lines).
12	Used-Change?	Attempted to program an output point with a Room number that is already used for another output point. Either press <b>CANCEL</b> , then * to enter a different Room number <b>OR</b> just press * to assign this Room number to the output point. (The other output point's Room number will be overwritten as "--".)
13	# Already Used	Programming error. This number has already been used in programming and cannot be overwritten.
14	FUNCN Not AVAL	This feature is not available on the system.
15	Room Phone Busy	Console has called a telephone that is either busy or off-hook. Press <b>DISPLAY CALL</b> to activate Call Waiting/Call Back indication.

## C.2 Resetting the System

Resetting the system may be required for diagnostic purposes, or if instructed to do so by Telecor technical support. Performing this procedure will power off the Telecor System and then power it back on. When the system is reset, the following will occur:

All Console Displays will go blank for several seconds.

All calls, whether in progress or waiting in the queue, will be cleared.

All system actions, such as Paging, Program Distribution, etc. will be cancelled,

To reset the system:

1. Press **PROGRAM FUNCTION**.
2. Press **0**, then **\***.
3. The system powers off and then back on.



### C.3 System Priority Levels

Every system action is assigned a priority level in the Telecor Communication System. The priority level determines which system action will take place first should more than one occur at the same time. Outlined below is the system's priority scheme, which is fixed and cannot be changed. Level 14 has the highest priority and Level 1 has the lowest.

Fixed Priority Scheme in the Telecor Communication System	
1.	Program Distribution-- Monitoring Selected Rooms (LOWEST PRIORITY)
2.	Program Distribution-- Monitoring All Rooms
3.	Program Distribution-- Selected Rooms List (low priority)
4.	Program Distribution-- All Rooms (low priority)
5.	Console Operation
6.	Intercom Operation and Zone Monitoring <sup>1</sup>
7.	Program Distribution-- Selected Rooms List (high priority)
8.	Program Distribution-- All Rooms (high priority)
9.	Room Paging
10.	All-Call or Zone Paging
11.	UNUSED
12.	Emergency Page
13.	UNUSED
14.	Manual Tone Distribution (HIGHEST PRIORITY)

#### Single and Dual Channel Communication Systems

The Telecor System is either a Single Channel or Dual Channel System. A *Single Channel* system handles one system action at a time, while a *Dual Channel* system can handle two system actions at a time.

**For Single Channel Systems** - A system action with a high priority will automatically be given the communication channel, even if a system action with a lower priority is in progress. For example, an Emergency Page (priority level 12) would override an Intercom Call (priority level 6) that is in progress. In this case, the Intercom Call would automatically be muted until a communication channel is available.

**For Dual Channel Systems** - In Dual Channel systems, a system action with a lower priority will only be overridden in two situations: either when two high priority system actions are in progress, or when a high priority system action is to communicate with the same Room as the low priority one.

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**Note:** A Room calling another Room does not require a communication channel; hence, no system action can interrupt Room-to-Room communication.

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<sup>1</sup> Zone Monitoring will override Intercom Operation

## C.4 Electronic Message Display Quick Reference Guide

The Console is capable of activating pre-programmed messages for display in Clock Zones consisting of Telecor Electronic Message Displays (EMDs). Messages and Clock Zones are set by your system administrator.

A quick reference guide is available on the next two pages to use when activating a message. Fill in the table on the first page with the pre-programmed messages, and the table on the second page with the rooms or areas each Clock Zone consists of.

**About Printing the Quick Guide** - Print the guide as landscape and preferably double-sided. If using Adobe Reader to read this manual, the tables can be typed in on-screen and then printed off.